



DELAINÉ EASTIN
State Superintendent of Public Instruction

**CALIFORNIA
DEPARTMENT
OF
EDUCATION**

721 Capitol Mall

P. O. Box 944272

Sacramento, CA

94244-2720

June 14, 2002

To: County and District Superintendents of Schools

Attn: Principals of ASAM Schools
Directors of Alternative Education
District Accountability Coordinators

From: Mary Tobias Weaver
Assistant Superintendent/Division Director
Education Support Systems Division

Subject: **Alternative Schools Accountability Model Online Reporting Process for School Year 2001-2002**

California's 1999 Public Schools Accountability Act (PSAA) SB1x [*Education Code* Section 5052(g)] requires all schools to be held accountable under systems developed by the California Department of Education (CDE). For schools registered in the Alternative Schools Accountability Model (ASAM) that have selected indicators of growth and submitted signed *Indicator Selection Forms*, **accountability data for school year 2001-2002 will be reported online through the ASAM online reporting system (ORS)**. The reporting period for school year 2001-2002 will run from late June through August 5, 2002.

CDE has assigned a Program Password for ASAM reporting and a separate personal identification number (PIN) to each ASAM school. Each district and county superintendent will find the system password and a list of the PINs for all ASAM schools operated by that district or county office attached to this memorandum. Each principal of an ASAM school will also receive the Program Password and the PIN for that school. The Program Password and PIN are to be used to log on to the online reporting system.

Reporting ASAM Data

To access the ORS online, go to the PSAA Web site at www.cde.ca.gov/psaa/asam/ and follow the steps listed below:

1. Follow the general instructions on the Web site to sign on and enter the Program Password and PIN for the school
2. Confirm contact information for the school and district or county office
3. Enter data for the indicators previously selected for the school
4. Submit the online report to CDE electronically

Submitting ASAM Certified Reports

After completing and submitting the ASAM online report to CDE electronically, each reporting district, county office, or school must print an official copy of the ASAM Certified Report Form as instructed on the Web site.

The **superintendent and the principal responsible for each reporting ASAM school must then sign** the completed form to certify the accuracy of the data and **mail the signed form** to the following address:

ASAM Certified Report Form for School Year 2001-2002
Attention: Heidi Wackerli
Educational Options Office
California Department of Education
660 J Street, Suite 400
Sacramento, CA 95814-2483

The Educational Options Office must receive the signed original Certified Report Form for each ASAM school no later than 5 p.m. on Monday, **August 5, 2002**.

Schools with Fewer than 11 Long-term Students

Please note that **all ASAM schools must submit an Online Report and Certified Report Form**, even if they enrolled no long-term¹ students during the 2001-2002 reporting year. ASAM schools with fewer than 11 long-term students in school year 2001-2002 must report data for the indicators they selected. CDE will report that the data have been submitted, but will not publicly report the actual data submitted for fewer than 11 students.

Information about ASAM Indicators and Reporting

Important information about ASAM reporting is provided on the attached document entitled *Information Required for ASAM Reporting: School Year 2001-2002*. Additional information about the ASAM, detailed descriptions of the ASAM Indicators, and Sample Online Reporting Forms are found in the *ASAM Indicator Reporting Guide for School Year 2001-2002* available on CDE's PSAA website at www.cde.ca.gov/psaa/asam/.

For questions about ASAM reporting, please contact Heidi Wackerli at (916) 323-2564 or Robert Bakke at rbakke@cde.ca.gov.

Invitation Enclosed

Please find enclosed with this mailing an invitation to nominate for review and approval assessment instruments that may be appropriate for use as ASAM indicators in future years. A nomination form is also enclosed.

Attachments: *ASAM Password and School PINs*
Information Required for ASAM Reporting: School Year 2001-2002

Enclosures: *Invitation to Nominate Pre-Post Assessments of Achievement for the ASAM*
ASAM Assessment Instrument Nomination Form

¹ For purposes of ASAM reporting, students are required to be enrolled in the school for a minimum of 90 consecutive school days at any time within the reporting year before including data on their performance in a school's accountability report.